

Program Analyst

Description:

The Program Analyst will be responsible for conducting research, analyzing data, drafting findings, and engaging in performance audits of state agencies, local governments, and school districts.

Staff, supervisory, and senior level positions are available.

Responsibilities:

- Assist with audit planning and risk assessments.
- Develop work plans detailing data and analysis necessary to evaluate activities of agencies.
- Conduct audit procedures and prepare audit documentation.
- Assist with conducting data quality assurance procedures.
- Review audits performed by internal/external auditors.
- Collect and document data related to entities' performance through reviews of files, records, documents, interviews, surveys, and statistical analysis.
- Evaluate program efficiency, economy, and effectiveness.
- Write internal and public reports presenting the conclusions of evaluations.

Requirements:

- Graduation from an accredited college or university with a master's degree in a social science, government, public administration, business administration, economics or other related area
- Knowledge of spreadsheet, word processing, database, and statistical software
- Ability to work both in a team setting and independently
- Excellent analytical and communication skills (written/verbal)

Interested candidates should submit a letter of application, resume, and the names of at least three (3) references to:

Mr. William Challice
Director, Audit Division
Office of the State Comptroller
20 W. State Street
P.O. Box 024
Trenton, NJ 08625

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